

LOT COMBINATION GENERAL INSTRUCTIONS AND APPLICATION

The revised code of Washington (RCW) Section 58.17.040 (6) allows for adjusting the boundary (combining) line between contiguous properties provided that:

- No additional parcels, sites, tracts, or lots are created; and
- No parcels are established which have insufficient area or setbacks as required by zoning or other regulations.

In order to insure that a Lot Combination meets these requirements, it must be reviewed by the Department of Community and Economic Development. Once approved, it must be recorded with the King County Recorder's Office.

REQUIRED ELEMENTS OF A DECLARATION OF LOT COMBINATION (SEE SAMPLE COPY ATTACHED) ARE AS FOLLOWS:

1. The Declaration of Lot Combination document must contain the complete and accurate legal descriptions, including any recorded easements along with the parcel number(s) of the existing/original. When completed, the document must contain the **notarized** acknowledgements and signatures of ALL involved parties;
2. An accurate drawing of the existing/original and the revised/combined parcels, depicting the parcel number, the location of all roads, easements, structures, and other features. The drawing does not need to meet a particular scale, but it must be legible and clearly show property dimensions, distances from all structures to property lines, and an arrow pointing north. **A clear one (1) inch margin shall be left on all four (4) sides of the drawing.** Drawings should not exceed 8 ½" x 14" in size. The existing/original lots must be labeled Parcel A, Parcel B, and so on;
3. Deeds, deeds of trust, or mortgage releases if ownership is being transferred;
4. "Declaration of Lot Combination" must be clearly filled in with dark ink printing or typing. The document must have exact State required margins as follows: 3" Top Margin, 1" on each Side and Bottom of the page (your return address can be within the 3" top margin). All other sheets must have 1" margins on both sides.

Once drafted, the original proposed Lot Combination documents (including items 1 through 4 above) plus one (1) copy of each submittal item shall be submitted to Department of Community and Economic Development along with any applicable processing fee. In the application, be sure to attach the name, address, and phone number of the person who should be contacted when the Declaration of Lot Combination is ready to record or if a problem arises.

When approved, the applicants are notified that their Declaration of Lot Combination Documents are ready for recording with King County, along with necessary supportive documents such as an excise tax affidavit deed(s), deed(s) of trust, or mortgage releases. *One (1) copy of the recorded document shall be returned to Development Services, and one (1) copy to the King County Assessor's Office, to assure proper processing of the revised parcels.*

CAUTION: Applicants may wish to obtain a title report and have the Declaration reviewed by a licensed land surveyor and/or title officer to ensure that all deeds, legal descriptions, and maps are correct and accurate. The accuracy of the Declaration and the associated deeds is the responsibility of the applicant. The City of Renton assumes no liability for any errors or complications that arise therefrom.

City File Number _____

APPLICATION FOR LOT COMBINATION

City of Renton Department of Community and Economic Development

NATURE OF REQUEST:

Taxpayer/Owner _____ Phone: (____) _____
Address _____
City/State _____

Applicant _____ Phone: (____) _____
Address _____
City/State _____

Agent _____ Phone: (____) _____
Address _____
City/State _____

Parcel Data:

Site Address: _____ Parcel #: _____

Location: Quarter Section ____ Section ____ Township ____ Range ____

Related Parcels: _____

Existing Zoning: _____ Shoreline Environment: _____

Legal Description:

**All dimensions must be shown, total square footage must be shown on revised lot drawing.
Please list parcel numbers for the original lots.**

Return Address:

City Clerk's Office

City of Renton

1055 South Grady Way

Renton, WA 98057

Title: DECLARATION of LOT COMBINATION	Property Tax Parcel Number(s):
Project File #: LUA ____ - ____ -LC	Address or Intersection:
Section ____ Township ____ North Range ____ East, W.M., City of Renton, King County, Washington	
Grantor(s): 1.	Grantee(s): 1. City of Renton, a Municipal Corporation
<p>I (We), _____ hereby certify that I am (we are) the owner(s) of the property described in Exhibit 'A' on page ____, said property being in common ownership, do hereby petition the City of Renton to allow the separate parcels to be combined into single legal lot(s) of record as described in Exhibit 'B' on page ____, as specifically allowed by the Revised Code of Washington, Section 58.17.040 (6). The Map Exhibit on page ____ depicts the original and the hereby revised parcels.</p> <p>NOW THEREFORE, in consideration of the mutual benefits to accrue herefrom and by signing hereon, the parties do for themselves, their heirs and assigns, revise the boundary lines of the parcels described in the aforementioned Exhibit 'A' and establish and recognize the parcel legal description(s) in the aforementioned Exhibit 'B' as the new parcel legal description(s).</p> <p>IN WITNESS WHEREOF, said Grantor has caused this instrument to be executed this ____ day of _____ 20____</p> <p>_____</p> <p>_____</p>	
City of Renton Approval: The petition of the property owner(s) to combine the separate properties described in the aforementioned Exhibit 'A' into legal lots of record as described in aforementioned Exhibit 'B'. This lot combination is binding upon recordation and the resulting parcel(s) may only be divided through the City of Renton's formal subdivision process.	
_____ Planning Director City of Renton Department of Community and Economic Development	_____ Date

<p>Notary Seal must be within box</p>	<p>INDIVIDUAL FORM OF ACKNOWLEDGMENT</p> <p>STATE OF WASHINGTON) SS</p> <p>COUNTY OF KING)</p> <p>I certify that I know or have satisfactory evidence that _____</p> <p>_____ signed this instrument and acknowledged it to be his/her/their free and voluntary act for the uses and purposes mentioned in the instrument</p> <hr/> <p>Notary Public in and for the State of Washington</p> <p>Notary (Print) _____</p> <p>My appointment expires: _____</p> <p>Dated: _____</p>
<p>Notary Seal must be within box</p>	<p>REPRESENTATIVE FORM OF ACKNOWLEDGMENT</p> <p>STATE OF WASHINGTON) SS</p> <p>COUNTY OF KING)</p> <p>I certify that I know or have satisfactory evidence that _____</p> <p>_____ signed this instrument, on oath stated that he/she/they was/were authorized to execute the instrument and acknowledged it as the _____ and _____ of _____ to be the free and voluntary act of such party/parties for the uses and purposes mentioned in the instrument.</p> <hr/> <p>Notary Public in and for the State of Washington</p> <p>Notary (Print) _____</p> <p>My appointment expires: _____</p> <p>Dated: _____</p>
<p>Notary Seal must be within box</p>	<p>CORPORATE FORM OF ACKNOWLEDGMENT</p> <p>STATE OF WASHINGTON) SS</p> <p>COUNTY OF KING)</p> <p>On this _____ day of _____, 20____, before me personally appeared _____ to me known to be _____ of the corporation that executed the within instrument, and acknowledge the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and each on oath stated that he/she was authorized to execute said instrument and that the seal affixed is the corporate seal of said corporation.</p> <hr/> <p>Notary Public in and for the State of Washington</p> <p>Notary (Print) _____</p> <p>My appointment expires: _____</p> <p>Dated: _____</p>

EXHIBIT 'A'

Original Legal Description

EXHIBIT 'B'

Revised Legal Description

MAP EXHIBIT
Original Parcel Configuration

Revised Parcel Configuration